Procedures to submit completed form to PIH-REAC:

Once you have received your I-ID or if you currently have an M-ID

1. Click on the "hyperlink" to the Inspector Candidate Assessment Questionnaire

2. Once all of the appropriate "gray boxes" are filled in and the form is complete, go to File.

3. Save As: (save in your Desktop)

4. Change File Name to your **last name, first name** (see example below)
(Brown, Joe.doc)

5. Go back to File, then Close.

6. Message says that this document has been modified. Do you want to save changes? Answer YES!

7. Save In Desktop. File Name: last name, first name (see example below). Save as type: **Word Document**

8. Save!

9. Send as an email attachment to: InspectorAssessmentForm@hud.gov

10. **In the "Subject" of your email, please indicate your preferred training class.**

For example: My word document is named:
1. Brown, Joe.doc
2. I would type in the subject line of the email preferred training class: Washington, DC
3. Email to **InspectorAssessmentForm@hud.gov**

11. For Housing Finance Agency inspectors, in the "Subject" of your email please indicate the name of your state agency

Important notes and reminders:
- **Your inspector ID is a small "i" not the number "1".**
- **Microsoft Word is required for submission (you cannot use any Apple based equipment or applications)**
- **Your STATE CODE should only be 2 letters long (MD, VA, etc.)**
- **Enter one response per question, except as directed.**
- **Your form will be returned if the above instructions are not followed.**
- **It is critical that you take time to read and follow the instructions above; failure to follow instructions will delay processing of your application.**